

STATE OF CALIFORNIA
California Victim Compensation Board
Rev. 09/17



DUTY STATEMENT

EMPLOYEE Vacant		RPA NUMBER / JOB CONTROL # 23-105 / 345852	
POSITION NUMBER 040-410-1402-019	CLASSIFICATION Information Technology Spec. I	WORKING TITLE Programmer Analyst	
DIVISION Information Technology Division	SECTION Application Development Section	CBID R01	WWG E
WORK DAYS Monday – Friday	WORK HOURS 8 AM – 5 PM	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print) Vacant	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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RPA 23-105**GENERAL STATEMENT**

Under the direction of the Information Technology Manager I, the Information Technology Specialist I will serve as a technical specialist on CalVCB application development projects and efforts. This position will primarily function within the Software Engineering domain.

% OF TIME PERFORMING DUTIES	ESSENTIAL FUNCTIONS
	The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program.
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Development Activities</p> <ul style="list-style-type: none"> • Serve in a lead or team role on efforts to design, develop, test, deploy, maintain and enhance CalVCB systems and associated applications. • Perform application analysis, design, logical data model, and interface design. • Work with stakeholders and team to verify and validate requirements. • Perform application design, contribute to detailed system design, logical data model, and interface design. • Leads team conducting system testing, performance testing, regression testing, and smoke testing. • Support pre- and post- implementation planning and support. Identify issues, evaluate resources, objectives, action steps, and time frames for meeting program goals. • Maintenance of functional and technical specifications. • Development of technical documentation using code commenting, diagramming, and technical writing as required.
30%	<p>Lead Developer Activities</p> <ul style="list-style-type: none"> • Mentor and cross-train team members engaged in application development. • Lead and participate in the establishment and implementation of applicable IT and enterprise standards and uniform procedures and techniques. • Research new and emerging development technologies. • Formulate technical recommendations based on alternative technology solutions studies. • Consult with vendors and other technical experts to perform research and analysis.
20%	<p>General IT Activities</p> <ul style="list-style-type: none"> • Provide leadership, guidance, and direction to staff on a variety of technical and operational issues. • Set priorities, manage workload, monitor progress, and adjust as necessary. • Identify issues, alternatives, and recommend appropriate actions. • Ensure adherence to standards. Identify individual or project problem areas. • Prepare change management requests, provide status reports, review project updates from other technical staff, and communicate project updates.
10%	<p>Cross Functional Activities</p> <ul style="list-style-type: none"> • Participate in requirements reviews, code reviews, test plan development, and other aspects of the development lifecycle.

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- Invest in personal development through ongoing continuous research and education to maintain position related knowledge in the information technology field with emphasis on cross-training and knowledge transfer within CalVCB IT.
- Facilitate cross work and cross training with other IT sections and personnel as required.
- Other duties as assigned

DESIRABLE QUALIFICATIONS**Experience with the following:**

- Experience writing code using industry standard languages such as .NET framework, HTML, JavaScript, VB .Net, C# .Net, T-SQL, XML and Microsoft development tools (Visual Studio, Team Foundation server, Azure Dev-Ops, and SQL Server Management Studio).
- Industry best practices and standards, such as IEEE, for developing and maintaining applications for networked PCs, internet/intranet, cloud based systems, web services, and local database servers.
- Development of functional requirements using system development life cycle (SDLC) best practices.
- Experience with data migration using SSIS or SQL Scripts.
- Apply concepts such as portability, scalability and sustainability in designing and implementing complex information technology systems.
- Project management concepts, terms, and methodologies.
- Technical report writing, research, and analysis.
- Knowledge of functional and technical requirements and system design concepts.
- The role and responsibility of various sections within an IT organization.
- The role and responsibility of various State control agencies.
- View and describe technical situations from a business perspective.
- Influence, motivate, persuade, and lead individuals or groups.

PERSONAL CHARACTERISTICS and EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively meet deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Work involves occasional working outside of the normal working hours and weekends
- Maintain the confidence and cooperation of others.
- Adapt to changing priorities to ensure deadlines are met.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.